

**BOARD OF SUPERVISORS MEETING  
MONDAY, MARCH 16, 2020  
6:00 P.M.**

The Appomattox County Board of Supervisors held its regular scheduled meeting on Monday, March 16, 2020 at 6:00 p.m. in the Board of Supervisors meeting room located at 171 Price Lane, Appomattox, Virginia.

**Appomattox County Board of Supervisors**  
**Present:**

Watkins M. Abbitt	Piney Mountain District
Samuel E. Carter	Courthouse District
John F. Hinkle – Arrived @ 6:10 PM	Falling River District
Trevor L. Hipps	Wreck Island District
William H. Hogan	Appomattox River District

**Also, Present:**

Susan M. Adams, County Administrator  
Tom Lacheney, County Attorney  
John Spencer, Information Systems Manager/Purchasing Agent  
Johnnie Roark, Community Development Director  
Wanda McCormick, Administrative Assistant/Accounts Payable Clerk

**CALL TO ORDER** – Chairman Carter called the meeting to order at 6:02 p.m.

**Handicap Accessibility Statement** – Susan M. Adams, County Administrator

**Pledge of Allegiance**

**Innovation** – Mr. Hipps

**SETTING OF AGENDA**

Mrs. Adams requested that the Agenda be amended to include the Declaration of Local Emergency Resolution. Chairman Carter stated that the Declaration of Local Emergency Resolution shall be added to the Agenda as Item #1A. It was a consensus of the Board to approve the agenda and include Item #1A.

**WORK SESSION**

Mr. Bobby Wingfield, Public Safety Director provided an overview of the Coronavirus on local protective provisions.

Mrs. Susan Walton, DRT provided an overview of the Coronavirus special task force established.

Sheriff Donald Simpson provided an overview of measures that the Sheriff's Department is taking to deal with the Coronavirus.

Ms. Diana Harvey, Library Director provided an overview of the Coronavirus continuity of operations plan for the Library.

Mr. Tom Lacheney, County Attorney provided an overview of the COIA laws for public officials.

#### **ACTION ITEMS:**

##### **Declaration of Local Emergency Resolution**

Motion made by Mr. Abbitt, seconded by Mr. Carter to adopt the Declaration of Local Emergency Resolution. Chairman Carter called for a roll call vote: Mr. Hogan-yes; Mr. Abbitt-yes; Mr. Hipps-yes; Mr. Hinkle-yes; Mr. Carter-yes.

##### **RZ200071-SMTM Properties LLC**

Motion made by Mr. Carter, seconded by Mr. Hogan and carried with all other members present and voting yes to schedule a Public Hearing on June 15, 2020 @ 7:00 p.m.

##### **Consideration of Amendments to the Zoning Ordinance**

After questions and discussion, the Board recommended that the amendments to the Zoning Ordinance go back to the Planning Commission for further clarification of definitions.

##### **School Board/Board of Supervisor Chairs Meeting**

After discussion, the Board decided that it is not beneficial to resume the monthly Chairs' meetings. The County Administrator and School Superintendent will continue to meet on a regular basis, as well as, schedule periodic meetings between both Boards, as deemed necessary.

##### **Joint School/County Board May Meeting**

May meeting to be cancelled and coordinate future date with the School Superintendent, as needed.

##### **Regional Airport Authority**

Motion made by Mr. Hinkle, seconded by Mr. Abbitt and carried with all other members present and voting yes to participate in the planning of the Regional Airport Authority to determine if the Board is interested in joining the Authority.

##### **Commissioner of the Revenue Refund Requests**

Motion made by Mr. Abbitt, seconded by Mr. Carter and carried with all other members present and voting yes to approve tax refunds for Item #1: Refund James Maurice Franklin \$648.38 for 2017 & 2018 Real Estate Taxes. House assessed in Prince Edward County; Item #2: Refund Ryan Edward Hix \$191.94 for 2018 personal property taxes, he moved to Lynchburg in 2017;

Item #3: Refund Nicole Bryant \$62.23 for 2019 personal property taxes. She moved to N.C. in 2018, purchased vehicle in October 2018. Vehicle titled March 2019 in Virginia. The Board denied Item #3 as they need further clarification from the Commissioner of the Revenue in order to approve the tax refund.

#### **COMMITTEE APPOINTMENTS**

##### **Piedmont Community Criminal Justice Board**

Motion made by Mr. Hogan, seconded by Mr. Hinkle and carried with all other members present and voting yes to replace Ms. Susan Adams, County Administrator and appoint

Sheriff Donald Simpson to the Piedmont Community Criminal Justice Board. Service on this Board does not have a term limit.

## **CONSENT AGENDA**

### **Invoices Submitted For Payment**

Please review the attached invoices and approve for payment:

March 5, 2020	\$32,861.37
March 13, 2020 - CSA	\$210,738.97
March 16, 2020	\$427,361.97
<b>TOTAL:</b>	<b>\$670,962.31</b>

Staff Recommendation: Please review and consider approval of the attached invoices for payment.

### **Minutes**

Please review the following DRAFT minutes for approval:

Tuesday, February 18, 2020 - Regular Scheduled Meeting

### **J. Robert Jamerson Memorial Library**

Please supplement by consent and appropriate the following:

7301-5411 Books	\$109.25
7301-5401 Office Supplies	\$332.75
7301-5415 Summer Reading	\$125.00
<b>TOTAL:</b>	<b>\$567.00</b>

Staff Recommendation: No new local funds are required.

### **Sheriff/Jail/Operations**

Please supplement by consent and appropriate the following:

3301-3009 Purchase Services Other	<b>\$43,040.00</b>
Entities	

RE: Reimbursement from Blue Ridge Region Jail Authority for FY 2019 per diem redistribution.

Staff Recommendation: No new local funds are required.

### **Sheriff's Department**

Please supplement by consent and appropriate the following:

3102-1002 Overtime	<b>\$366.13</b>
--------------------	-----------------

RE: Reimbursement from the Appomattox County Middle School for (1) deputy to perform security during events.

Staff Recommendation: No new local funds are required.

### **Department of Social Services**

Please supplement by consent and appropriate the following:

5301-2002 VRS	\$11,954.67
5301-2006 Group Life	\$916.92
5301-2002 ICMA-RC	\$1,392.25
<b>TOTAL:</b>	<b>\$14,263.84</b>

RE: Reimbursement for February, 2020 payroll deductions.

## **E911**

Please supplement by consent and appropriate the following:

3606-3005	Maintenance Service	<b>\$5,086.62</b>
	Contract	

RE: Reimbursement from Everbridge for overpayment.

Staff Recommendation: No new local funds are required.

## **Commissioner of the Revenue**

Please supplement by consent and appropriate the following:

1209-5803	Refunds	<b>\$902.55</b>
-----------	---------	-----------------

RE: Tax refunds issued by the Commissioner of the Revenue.

Staff Recommendation: No new local funds are required.

## **Circuit Court Clerk's Office**

Please supplement by consent and appropriate the following:

2106-7001	Equipment	<b>\$300.00</b>
-----------	-----------	-----------------

RE: Reimbursement from the State Technology Trust Funds to purchase printer through the Supreme Court of Virginia.

Staff Recommendation: No new local funds are required.

## **Sheriff's Department**

Please transfer by consent **\$36,580.61** from the Courthouse Security Fund and supplement to **3102-1006**.

3102-1006	Courthouse Security	<b>\$36,580.61</b>
	Position	

Staff Recommendation: Transfer the requested funds from the Courthouse Security Fund and supplement \$36,580.61 to 3102-1006.

## **Circuit Court - Law Library**

Please transfer by consent from the Law Library Fund to the General Fund and supplement the following:

2101-5804	Law Library	<b>\$469.00</b>
-----------	-------------	-----------------

RE: Purchase of law books by the Circuit Court Clerk for the Law Library.

Staff Recommendation: Transfer requested funds from the Law Library to the General Fund and supplement by consent \$469.00 to 2101-5804.

Motion made by Mr. Hogan, seconded by Mr. Hinkle to approve the Consent Agenda, as amended. Chairman Carter called for a roll call vote: Mr. Hogan-yes; Mr. Abbitt-yes; Mr. Hipps-yes; Mr. Hinkle-yes; Mr. Carter-yes.

## **ADMINISTRATOR'S REPORT**

Public Notices for COVID-19 Pandemic; Remote participation can only occur when an emergency event is discussed per Virginia Freedom Advisory Council; School Tour cancelled; Continuity of operations with departments, cleaning staff and maintenance due to pandemic.

## **REPORTS AND INFORMATIONAL ITEMS**

### **School - February, 2020 Financial Report**

Mr. Carter stated that attached for your review is the February, 2020 month-end financial report from Dr. Bennett, Division Superintendent and Bruce McMillian, Director of Finance.

## **SUPERVISORS CONCERNS**

Mr. Hinkle reported that he has confirmed that the Appomattox Volunteer Fire Department has received FY 2020 funds.

## **CLOSED SESSION:**

Mr. Lacheney, County Attorney read the following Resolution authorizing a Closed Meeting:

WHEREAS, the Board of Supervisors of Appomattox County desires to discuss in Closed Meeting the following matter(s):

- Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body concerning one specific employee.

WHEREAS, pursuant to: §2.2-3711(A)(1) of the Code of Virginia, such discussions may occur in Closed Meeting;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Appomattox County does hereby authorize discussion of the aforesated matters in Closed Meeting.

Motion made by Mr. Abbitt, seconded by Mr. Hogan and carried with all other members present and voting yes to enter into closed session at 7:08

Mrs. Wanda McCormick read the following closed session certification at 7:17 p.m.:  
To the best of your knowledge, were the only matters discussed in the closed meeting public business matters lawfully exempted from open meeting requirements, and that only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the closed meeting. Mrs. McCormick called for a roll call vote: Mr. Hipps, yes; Mr. Abbitt, yes; Mr. Hogan, yes; Mr. Carter, yes; Mr. Hinkle, yes.

## **UPCOMING MEETINGS**

### **Tuesday, March 24, 2020 @ 6:00 PM - CANCELLED**

Board of Supervisors Work Session  
County Administration Office, Conference Room  
153A Morton Lane, Appomattox, Virginia

### **Tuesday, March 31, 2020 @ 6:00 PM - CANCELLED**

Board of Supervisors Work Session  
County Administration Office, Conference Room  
153A Morton Lane, Appomattox, Virginia

### **Monday, April 20, 2020 @ 6:00 PM**

Board of Supervisors Work Session & Regular Meeting  
Board of Supervisors Meeting Room  
171 Price Lane, Appomattox, Virginia

**ADJORNMENT**

A motion made by Mr. Abbitt to adjourn the meeting @ 7:24 p.m.

---

Samuel E. Carter, Chairman